



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

February 15, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-43

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Miscellaneous Vendor Deductions

Our office has been advised by **Guaranty Income Life Insurance Co. (MSG)** that they have been receiving payments for participants that are not set up in their system. It has come to our attention that some employees with deductions for **Guaranty Assurance Co. (MSE)** have been coded incorrectly in UPS as MSG deductions. Refer to Memorandum #2000-62 dated March 30, 2000 addressing the name change for MSE.

Agency personnel responsible for entering miscellaneous insurance deductions in UPS must make sure they enter the correct vendor and product code from the SED-4 Form. If agencies are contacted by vendors for corrections, the corrections must be entered in a timely matter in order to correct the employee's records in UPS and to assure proper coverage with the vendors.

If you have any questions concerning this matter, please contact Christi Sanchez at (225)342-5345 or Paula Rotolo at (225)342-5357.

RSM:CAS:kmb